

**LANCASTER COUNTY  
CLEANING AND SECURITY MANAGER**

**NATURE OF WORK**

This is responsible administrative and technical work coordinating the cleaning, maintenance and security operations of designated properties under the management of the Public Building Commission.

Work involves setting up and organizing cleaning and security operations in designated City and County owned buildings. Supervision is received from the supervisor of the Real Estate and Relocation Division of Urban Development.

**EXAMPLES OF WORK PERFORMED**

Supervises the acquisition of power and manual cleaning equipment and monitors the on-going condition of equipment for efficiency and to detect safety hazards.

Supervises and coordinates the work of cleaning personnel; instructs staff on proper use of equipment, cleaning solvents, etc.; and trains working janitorial supervisors.

Inspects work to assure timely completion and to maintain established standards; investigates complaints regarding quality of cleaning services and resolves any deficiencies.

Monitors inventory of cleaning supplies and orders materials as needed; oversees the acquisition of security related equipment.

Interviews and hires cleaning and security personnel; completes performance appraisals and implements any necessary disciplinary action.

Supervises and coordinates the work of security personnel; instructs security personnel on implementation of proper security procedures.

Supervises the implementation of security plans in various designated buildings, and monitors the operation of a computer data based card access system.

Performs related work as required.

**DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS**

Thorough knowledge of building maintenance and cleaning.

Thorough knowledge of security operations.

Ability to effectively train, supervise and monitor the work of subordinate personnel.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, supervisors and building occupants.

Ability to work independently within defined policies and procedures.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus considerable experience in a cleaning and security managerial position and working knowledge of cleaning equipment, materials, techniques and security procedures.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and experience in a cleaning and security managerial position or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Successful completion of a security clearance.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

5/94  
Class Code Change 8/95

PS4730